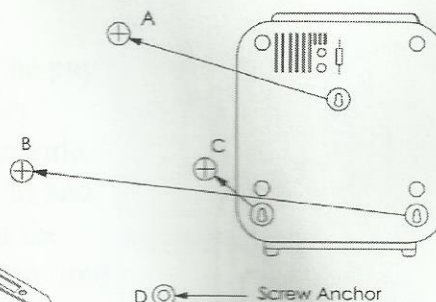
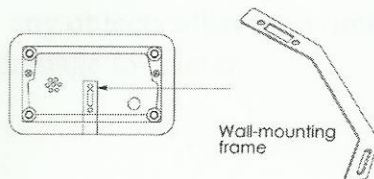


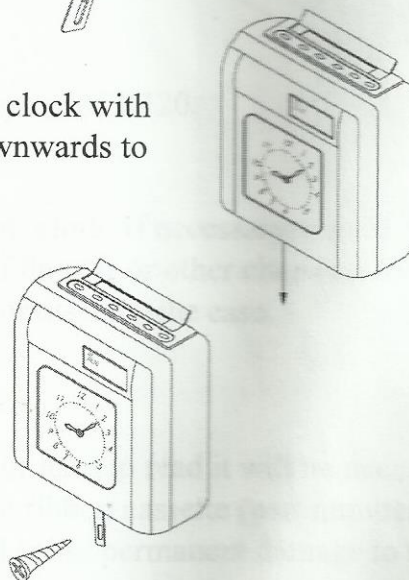
- Following the diagram, insert screws at positions B and C. Place a screw anchor in the wall at position D.



- Use the two screws (M4X10) to attach the wall-mounted frame to the bottom of the time clock.



- Line up the keyholes on the back of the time clock with the screws in the wall. Slide the ATR120 downwards to firmly mount it on the wall.
- Place a screw in the bottom hole of the wall-mounting frame to secure it to the wall.

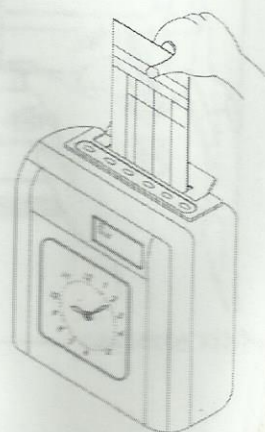


## VII. Operating your ATR120

The Clock will print in the column indicated by the red light above the IN/OUT buttons. Press the appropriate IN or OUT button to choose the print position for time cards. The print position will not change until another column button is pressed. If an auto shift schedule is programmed, then the ATR120 will automatically shift from column to column. If manually changed, while in auto shift, the clock will return to the programmed position after 7 or 8 seconds.

| In Morning/Out Lunch |      | IN Lunch/Out End of Day |      | OT In/OT Out |      |
|----------------------|------|-------------------------|------|--------------|------|
| IN1                  | OUT1 | IN2                     | OUT2 | IN3          | OUT3 |

To print, insert a time card into the receiver with the pay period selected, facing you. *Note: The clock cannot differentiate the pay period and will print on either side of the time card.* The card is automatically pulled in and printed. Do not attempt to pull the card out during the printing operation or to insert any objects other than time cards. Doing so can result in damage to printer.



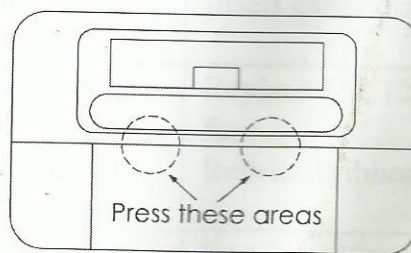
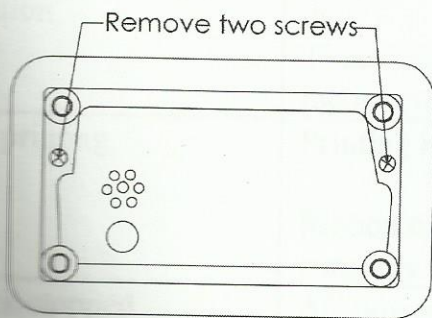
## VIII. Maintenance

Several simple suggestions may extend the life of your ATR120.

- Close the anti-dust cover after operation.
- When the case is dirty, wipe it with a damp soft cloth. If necessary, a mild detergent may be used. Do not use any type of thinner or other chemical for cleaning because the chemical could damage or discolor the case.

### Replacing the ribbon

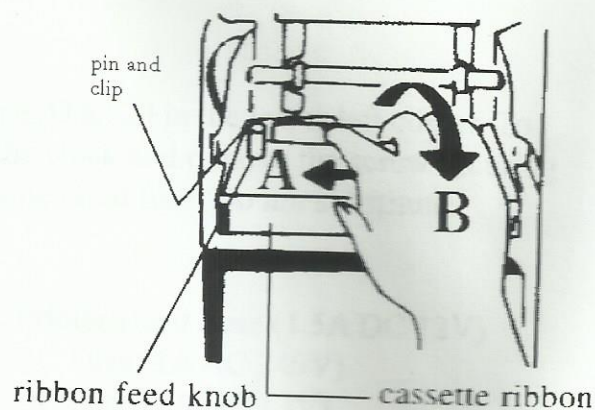
When the printing on the time card becomes light or hard to read it will be necessary to replace the ribbon. Use the ATR122 replacement ribbon cassette (part number 39 0127 000). Attempting to "re-ink" the cassette will cause permanent damage to the printer.



To open the front cover, turn the clock on its back and remove the two outer screws. Stand the clock upright with the back facing you. With both thumbs press down on **IN1** and **OUT3** buttons while using your fingers to push cover away.



Next, remove and discard the pin and clip. Remove the ribbon cassette by first sliding it left and then upwards as shown by the illustration (A & B). Place the new ribbon into the ATR120. It is not necessary to replace the pin and clip. Turn the ribbon feed knob counterclockwise until the ribbon is taut. Close the front cover.

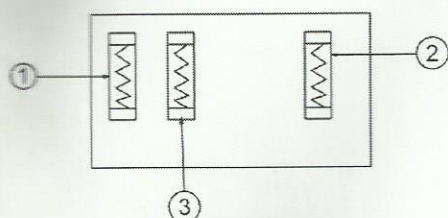


## IX. Troubleshooting

| Problem                          | Possible Cause   | Check  |
|----------------------------------|--|--|
| Clock does not accept time cards | AC power is OFF<br>Power cord is disconnected<br>AC fuse blown<br>DC fuse blown<br>Still in program mode | Restore power<br>Restore cord to outlet<br>Replace AC240V 1A fuse<br>Replace DC 12V 2A fuse<br>Return switch to NOR position |
| Printing light                   | Worn ribbon<br>Ribbon cassette not seated correctly  | Replace ribbon cassette<br>Reinstall ribbon cassette   |
| Printing in wrong position       | Incorrect pay period starting day<br>Time card inserted incorrectly                                      | Set correct day<br>Insert card correctly   |
| Not printing                     | Printing head fuse blown<br>Ribbon cassette not seated correctly   | Replace DC 12V 1.5 Amp fuse<br>Reinstall ribbon cassette   |
| Clock stopped                    | AC power is off<br>Power cord is disconnected<br>AC fuse blown   | Restore power<br>Restore cord to outlet<br>Replace AC240V 1A fuse  |
| Analog clock slow or stopped     | Battery weak<br>Out of synchronization   | Replace AA battery<br>Reset to digital display   |

## Location of fuses

The fuse panel is located on the back of the ATR120 in the lower left corner. To access fuses, disconnect the power from the clock and remove the screw securing door. Replace blown fuse with only the same rated fuse. Do *not* substitute.



Fuse Panel

1. Printer Head Fuse (1.5A DC 12V)
2. AC Fuse (1A AC 240V)
3. DC Fuse (2A DC 12V)

## Error Codes

The ATR120 has built-in diagnostics to guide you in maintaining your time clock. These Error Codes, when occurring, will be seen on the display.

| Code | Meaning of Error                              | Check  |
|------|---|--|
| E-01 | Clock motor or sensor failure                 | Unplug and reconnect power cord or turn the program switch on-off twice, letting the clock readjust. |
| E-03 | Card positioning                              | Contact dealer or factory  |
| E-05 | Card does not feed correctly                  | Re-insert card and print.  |
| E-30 | Printer head fails to return to home position | Contact dealer or factory  |
| E-33 | Can't change color                            | Check that the ribbon is installed correctly.<br>Contact dealer or factory                           |
| E-35 | The card can't be returned                    | Make sure there are no obstructions in card receiver<br>Contact dealer or factory                    |
| E-37 | Sensor cannot locate card                     | Contact dealer or factory  |
| E-38 | Printer head jammed                           | Contact dealer or factory  |
| E-40 | Wrong password entered                        | Enter the correct password   |



For any other Error Codes contact your dealer or Acroprint Time Recorder.

To return to the original Factory settings, press the reset switch, located on the back of the clock next to the PRO switch. When resetting the clock make sure the PRO/NOR is in the NOR position. After resetting enter the PRO mode to reprogram the clock.